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NASA Procedural Requirements

NPR 3317.1

Effective Date: May 08, 1999

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08, 2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Senior Executive Service Career Appointee Merit Staffing in NASA w/Change 1 (3/29/04)

Responsible Office: Office of Human Capital Management[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |
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Chapter 1: Legal and Regulatory Background

1.1. Career Appointments

Career appointees must meet the qualifications of the position to which assigned as determined in writing by the Agency and initial appointment to the Career SES must be processed in accordance with the merit staffing process in this NPR. Consistent with regulations issued by the Office of Personnel Management (OPM) and applicable provisions of law, the NASA Executive Resources Board (ERB), through Executive Resource Panels (ERP's), conducts the NASA SES Career appointment merit staffing process.

1.2. Noncareer Appointments

Noncareer appointees must meet the qualifications of the position to which assigned as determined in writing by the Agency; may only serve in General SES positions; and appointments must be approved by the Office of Personnel Management. The competitive procedures in this NPR, however, do not apply.

1.3. SES Position Designations

SES positions are either Career Reserve or General. A position is designated Career Reserve if it must be filled by a career appointee to ensure the impartiality, or the public's confidence in the impartiality, of the Government. Positions not designated Career Reserve are General positions. Determinations are made following the criteria in 5 CFR 214.402. A General position may be filled by a career or noncareer appointee. The same General position may be filled by a career appointee at one time and a noncareer appointee at another time. However, a Career Reserve position may only be filled by a career appointee.

1.4. NASA Policy

It is NASA policy to recruit and select the best qualified executives possible from the widest practical recruitment sources for SES career appointments including appropriate sources for minority and female candidates and candidates with disabilities. The extent of the recruitment area will depend upon the individual position in question and the potential sources of candidates for the position.

1.5. Exclusions

SES positions assigned to the Office of Inspector General are excluded from coverage in this NPR.

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